



## DEPARTMENT OF THE ARMY

6<sup>th</sup> AREA SUPPORT GROUP  
UNIT 30401  
APO AE 09107-0401

08 JUN 2004

AESG-CA-SI

MEMORANDUM FOR All personnel residing within the 6th ASG area of responsibility

SUBJECT: 6<sup>th</sup> ASG Command Policy Letter 29, Assignment of Government Lodging to Military and Civilian Personnel

### 1. REFERENCES:

- a. Army Regulation 210-50, Housing Management, 26 Feb 99.
- b. USAREUR Supplement 1 to AR 210-50, Housing Management, 19 Sep 01.

2. PURPOSE: To establish policy for the effective management of Army Lodging Fund (ALF) units within the Stuttgart community. It has been determined that in the Stuttgart Community, government-controlled quarters are currently not being properly utilized.

3. APPLICABILITY: This policy applies to all military (regardless of Branch of Service) and civilians assigned to units, agencies, and activities located within the Stuttgart Community.

4. OBJECTIVE: To maintain quality of life within the community and meet the ALF Occupancy 75 percent utilization rate set by the Department of the Army.

### 5. POLICIES:

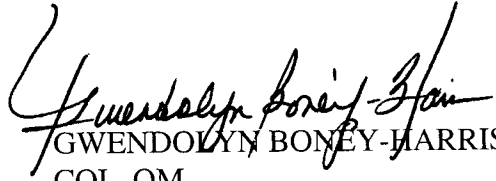
- a. To ensure proper utilization of the ALF facilities within the 6th ASG, issuance of Certificates of Non-Availability (CNA) will be done through the ALF.
- b. Installation Lodging Officer will establish a reservation system. Travelers are required to call the lodging office to obtain a reservation, or if unavailable, a control number for a CNA.
- c. All military or civilian personnel on TDY will utilize the government facilities, to maintain occupancy rates, within the 6th ASG area of responsibility. This includes the Swabian Inn on Patch Barracks, the Hilltop Hotel on Robinson Barracks, and the Kelley Hotel on Kelley Barracks.
- d. CNAs will be controlled by the ALF and files maintained on the number of CNAs issued, to include control numbers. CNAs cannot be issued for prior dates, only for current and future dates. Adequacy Standards for Government Quarters are established in chapter 4 of AR 210-50. There are no provisions in this reference for issuing CNAs based on non-availability of smoking or pet rooms.

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6. GENERAL INFORMATION: Reservations are made for TDY and PCS personnel 60 days in advance.

7. PROPONENT: The proponent for this policy is the 6th ASG Lodging Manager, 430-5920 or 7181.



GWENDOLYN BONEY-HARRIS  
COL, QM  
Commanding